

ORGANIZATION ORDER

NO. 46

DATE: Oct. 1, 1982

ORIGINATING AGENCY: Office of Policy and Planning

SUPERSEDES: O.O. 3, Feb. 21, 1980

SUBJECT: OFFICE OF THE CONTROLLER

By virtue of the authority vested in me by Mayor's Reorganization Plan No. 2 of 1979, and pursuant to Department of Human Services' Organization Order No. 1 of February 21, 1980, DHS Organization Order No. 3 of February 21, 1980, is revised and reissued as follows:

- I. Establishment: There is established in the Department of Human Services the Office of the Controller headed by a Controller, with the following mission, structure and functions.
- II. Mission: The mission of the Office of the Controller is to coordinate the analysis, formulation, presentation and execution of the Departmental budget and financial management systems.
- III. Structure: The structure of the Office of the Controller is as shown on Attachment A.
- IV. Functions: The Controller, through the constituent parts of the Office, shall be responsible for:
 - A. Office of the Controller:
 1. Directing the operations of the Office;
 2. Assisting the Director in the preparation and defense of the annual budget and long-range projections to make the best use of available resources to accomplish the Department's mission;
 3. Advising the Director with respect to the Office's activities and thereby contributing to policy development, planning and management;

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4. Generating the annual work plan to meet the long and short-range objectives of the Office, recommending the most cost-effective and beneficial strategies to accomplish the Office's objectives;
5. Conducting day-to-day monitoring of the Office's activities and contract implementation;
6. Coordinating the Office's activities, particularly the delivery of services, with the responsible officials of the Administrations and staff Offices in the Department and both Commissions, who bear a present or potential relation to these activities;
7. Instituting periodic management and utilization reviews to determine the cost-benefit ratio of each Office activity;
8. Orienting and providing specially-required training for new and continuing staff;
9. Advising on and providing leadership required in the budgetary, accounting and financial analysis aspects of the DHS management program;
10. Providing reports required by Federal and District agencies, in coordination with the Research and Statistics Division of the Office of Policy and Planning and the Office of Information Systems;
11. Insuring that policies related to Equal Employment Opportunity and affirmative action are implemented in the Office;
12. Processing all documents pertaining to the pay and leave of all personnel in the Department;
13. Performing internal and provider audits; and
14. Providing administrative support services to the Office.

B. Budget Division:

1. Assisting in the preparation of the budget and in the formulation of the fiscal program of the Department and advising on and controlling the administration of the personal services budget;
2. Issuing and interpreting instructions, reviewing and making critical appraisals regarding budget issues;

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3. Consolidating the estimates and preparing the budget document presentation, including the preparation of supplemental material and additional backup data that will be used in explaining and justifying the budget request; and
4. Developing a financial plan of approved funding allocations and making apportionments.

C. Financial Management Division:

1. Analyzing Federal policies and procedures and their application as they relate to maximizing the amount of Federal matching funds that can be made available to the Department;
2. Performing general and payroll accounting functions to maintain proper accounting standards for all funds;
3. Analyzing and evaluating program cost data and advising management in all areas of program expenditures; and
4. Developing pay-patient rates for all DHS facilities.

D. Fiscal Accounting Division:

1. Controlling expenditures of all allotment accounts;
2. Administering a financial reporting system and maintaining an accounting system which provides for detailed control of expenditures;
3. Reviewing and analyzing the availability of funds within allotments; and
4. Approving all obligating documents, and preparing and adjusting billings.

E. Grants Management and Reports Division:

1. Monitoring all on-going Federal grants for the allocation of the grant funds by object class, as approved by the grantor;
2. Analyzing fund expenditures to assure that program costs are consistent with the approved financial plans; and
3. Assuring that all Federal grant funds are properly utilized and that all related financial reporting requirements are met accurately and in a timely manner.

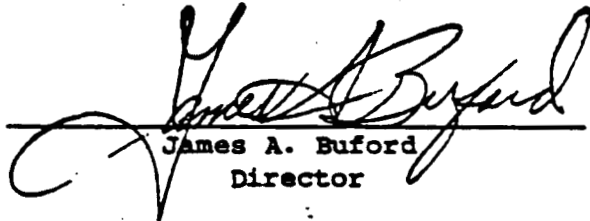
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F. Payments and Collections Division:

1. Assuring that payments are made to eligible clients and providers of service who participate in the Public Assistance, Medicaid, Medical Charities, Food Stamp and other DHS service programs;
2. Assuring that billings and collections are made for reimbursements due DHS from all established sources for medical and caretaker services provided in DHS facilities, St. Elizabeths Hospital and other DHS programs, and that collections are made for all overpayments;
3. Assuring the establishment and maintenance of a sufficient number of Food Stamp redemption outlets to service DHS clients efficiently by minimizing their travel time, travel expenses and time spent in waiting lines; and
4. Performing financial and other client transactions at centralized Client Service Centers and administering the burial program for indigents and persons in custody in DHS institutions.

V. Transfer of Positions: None.VI. Transfer of Resources: None.VII. Effective Date: This Order shall take effect immediately.
James A. Buford
DirectorTN#85-2
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